

How Long to Keep Documents Chart

Document	Hold On to It FOREVER	Keep It for Up to 6 or 7 Years	Keep It for a Month, a Quarter or a Year
Tax returns	X		
Contracts	X		
Mortgage loan payoff records	X		
Any loan payoff statement showing a zero balance	X		
ID cards (passport, driver's license, Social Security card)	X		
Diplomas, education credentials or certifications	X		
List of previous addresses and landlord contact info (for renters)	X		
Contact info for people who can verify you lived at previous addresses (for background checks/security clearances)	X		

Document	Hold On to It FOREVER	Keep It for Up to 6 or 7 Years	Keep It for a Month, a Quarter or a Year
Tax return documentation (W2s, 1099s, etc.)		X	
Current insurance policies or past ones you still want to make a claim on		X	
Cancelled checks		X	
Apartment leases after you move out		X	
Warranties, receipts and serial numbers for valuable items you may want to make an insurance claim on		X	
Bank deposit slips			X*
Bank statements			X**
Investment records			X***
Last pay stub of the year			X**

Document	Hold On to It FOREVER	Keep It for Up to 6 or 7 Years	Keep It for a Month, a Quarter or a Year
Medical and/or dependent care receipts as qualified expenses for an HSA or FSA			X**

* *Keep until you reconcile your monthly statements.*

** *Keep until reconciliation at the end of the year or at tax time.*

*** *Shred monthly and quarterly statements as new ones arrive; hold on to annual statements until you sell the investments.*

Toss These Records

- Credit card statements that are more than three years old
- Past insurance statements
- Old utility bills, except the most recent one from your old address if you've moved
- Statements of recently paid bills, once you have something saying they've been paid

Use Your Discretion on How Long to Keep These Documents

- Medical records, including bloodwork, a list of vaccinations and more
- Job offer letters and/or employment contracts to verify what terms of employment you agreed to should a dispute arise

Document Storage

Remember, physical copies of documents are great, but storing them in the cloud is acceptable, too. [Google Drive](#), [Dropbox](#) and similar services are great for this purpose.

In addition, many people recommend following [the 3-2-1 rule](#) when it comes to record keeping and paperwork.

- Have three independent copies of your data.
- Two should be stored on different types of media — such as in the cloud and on a thumb drive.
- One backup copy should be kept offsite.

The above information and list were taken from an article on Clark.com entitled “Which Documents Should you Keep and for How Long?” dated March 16, 2020.